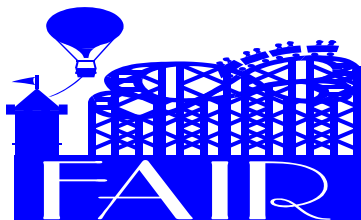


Purchasing Update

Division of Purchasing
Volume 6, Issue 3

Boise, Idaho
May 28, 2008

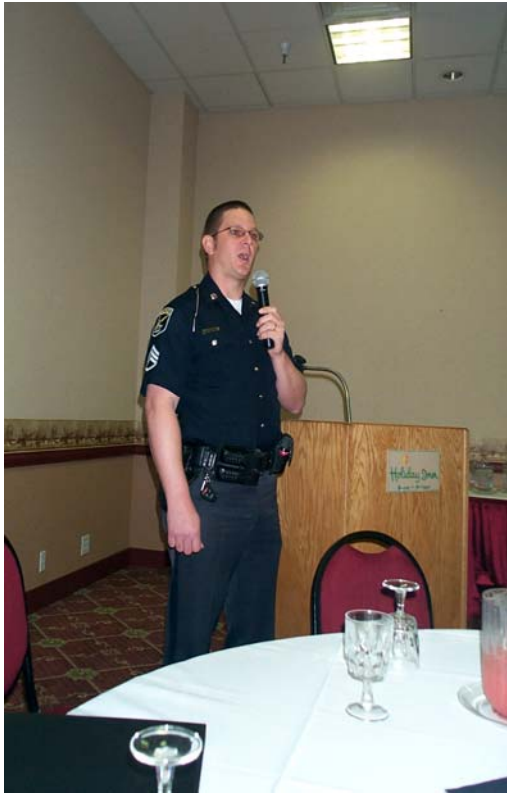


The test of our progress is not whether we add more to the abundance of those who have much; it is whether we provide enough for those who have too little.
--Roosevelt

The Division of Purchasing would like to thank all that attended the Vendor Fair, held on May 20, 2008. Your great support is what makes these events a success. We could not do it without your assistance.

For those that were unable to attend, we had 42 vendor booths and approximately 75 purchasing personnel who attended the fair. In addition to State Purchasing Personnel and several who traveled from as far away as CDA we had visitors from the City of Boise, Ada County and the local School Districts. The Fair offered very informative training sessions, a guest speaker during lunch, and many door prizes. We sincerely hope to see you next year.





DEPARTMENT OF ADMINISTRATION NEWS

The Division of Purchasing would like to congratulate **Greg Zickau** as the new State Chief Technology Officer and Administrator of the Information Technology and Communication Services (statewide IT functions). Greg is replacing Kevin Iwersen. Kevin has accepted a new position in the private sector. We wish Kevin all the best and great success in his future endeavors.



TRAINING/WORKSHOP'S

The Division of Purchasing will be presenting the next purchasing class; "Developing and Evaluating a Request for Proposal (RFP)" in Pocatello on June 11, 2008.

The "Developing and Evaluating an RFP" class will present an overview of the following topics designed primarily for employees charged with purchasing for their agency, regardless of their job title. This is an eight (8) hour class that will be held from 8:30 am to 4:30 pm.

- Bids and quotes cannot always address the needs of the state. Generic specifications may not be available or difficult or impossible to draft and conventional evaluation for award based on lowest cost bid may not get the product or service required. Many high tech products and complex services cannot be obtained by conventional bidding. The Request for Proposal (RFP) is a solicitation used for situations like these. The RFP is a formal competitive sealed bid process. The RFP outlines the requirements of the state by describing the purpose, scope, description, minimum requirements or expectations, qualifications or capability of the proposers, evaluation criteria, and other requirements. In the RFP response, the vendor offers a solution for the particular need described in the RFP. The RFP is evaluated according to predetermined weighted standards. After evaluation, discussions with qualified vendors may be allowed to explain or clarify proposals and for a "Best and Final Offer." After completion of the RFP process negotiations may, in some circumstances, be utilized to secure more advantageous terms or reduced cost. This class will help you to understand and develop a Request for Proposal and an Evaluation plan. It will present information in the following areas necessary for a successful RFP: • Preparation • Creation • Evaluation
- This class will include some practical hands-on exercises which will help to reinforce the learning points.

There is no cost to attend these classes offered by the Division of Purchasing. We do ask that you please register for these workshops. We want to be sure everyone has copies of the materials and that we can provide a room large enough to seat everyone comfortably. You may register online at: <http://www.adm.idaho.gov/purchasing/training.htm> or call our office at (208) 327-7465 if you need additional information.

Visit our website for additional information and a schedule of training dates being held around the State. It is our intent to offer a general "Purchasing Workshop" the day after this scheduled RFP training. Please mark your calendars to attend both events if possible.



PURCHASING WORKSHOP

Plan to join us for the next Semi-annual Purchasing Workshop, to be held in the Pocatello area;

June 12, 2008

9:00 a.m. – 12:00 noon

Idaho State University (ISU)

Pond Student Union Building, Heritage Room

1065 S. 8th Street (Building #14), Pocatello

Tentative Agenda

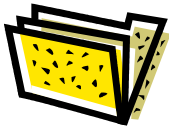
Welcome – David Buck, Purchasing Director

Administrative & Legislative Updates – Mark Little, Purchasing Manager

Development Workshop, Inc. – Greg Katainen, Vice President, Marketing

FedEx Corporation – Linda Keylock, Government Accounts

Obtain a Guest Pass for free parking by stopping first at the Public Safety Information Booth located in the parking lot at 921 S. 8th, east side of the Administration Building, Building #10.



STATEWIDE CONTRACT NEWS/UPDATES

CDL Alcohol and Controlled Substance Testing and the Statewide bid for Paint and Supplies are presently being evaluated. Contracts will be in place soon.

If you have any questions, contact Jason Urquhart at 332-1608 or e mail; jason.urquhart@adm.idaho.gov

BPO #01676 – Portable Toilets for Area's A, B, and C have been renewed for another twelve (12) months. A price increase has been allowed, effective with this renewal starting June 6, 2008. All prices stated in the original Contract should be increased by 6.6% when you place your order.

If you have any questions, contact Pearl Smith at 332-1612 or e mail; pearl.smith@adm.idaho.gov

SBPO01243-03 Statewide Contract for Telephone Systems- B & C Telephone Inc (DBA Black Box Network Services)

Please note that this Contract is amended TO NOTE THE CHANGE OF THE LABOR RATE FROM \$75.00 TO \$90.00 PER HOUR FOR LABOR OUTSIDE OF A NEW SYSTEM INSTALLATION (WORK ON EXISTING CABLE PLANT OR PHONE EQUIPMENT, MOVES, CHANGES T & M SERVICES).

Your contact with B & C is Matt Dopko 208-287-4331 or email to mdopki@bctelephone.com

SBPO01233-02 Forms-Carbonless, Preprinted (Cut Sheets)

Please note that this Contract has been renewed to August 2009. After a review of the items listed in this contract many items show no usage for the last two years and these may be removed from the contract at the next renewal option.

Your contact with Progressive Printing is Loren Cook 208-773-5500 or email to print@proprintidaho.com

SBPO01231-06 Envelopes Plain and Printed – Allied Envelope Company

Please note that this Contract has been renewed to July of 2009. After a review of the items listed in this contract some items have been removed as there has been no usage for the last two years. Please check the current listing of items available on line.

Your contact with Allied is Ken Bettinson 208-377-3676 or email to kbettinsen@allied-envelope.com

For a complete listing and copies of the Statewide contracts, visit our website at:
www.adm.idaho.gov/purchasing

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov